

Come work at CDSS where . . .

People come First!

**Exciting Opportunity at the California
Department of Social Services....**

Fraud Bureau

Staff Services Analyst (SSA)

Associate Governmental Program Analyst (AGPA)

SSA Salary Range: \$2,817 - \$4,446

AGPA Salary Range: \$4,400 - \$5,348

Three (3) Full Time Permanent Vacancies



EMPLOYMENT OPPORTUNITY

Do you like a challenge? Do you want to make a difference? Do you want to pave the way for a new future for California? CDSS' Fraud Bureau is now seeking creative individuals to join the Fraud Detection Systems Unit (FDSU, 2 vacancies) and Fraud Policy Unit (FPU, 1 vacancy). Come join FDSU as it takes on a new role for Fraud Detection and Prevention in California. Working with the Income Eligibility Verification System (IEVS) and partnering agencies, FDSU is a crucial component in California's effort to ensure program integrity for the CalWORKS and Food Stamps programs. FDSU is currently focused on exploring new technologies to make our program stronger and more efficient. FPU is currently working on new regulations, updates and contracts. These positions will have an opportunity to work on a variety of projects including statistics, County Letters, and everything in between. This year we will be undertaking Feasibility Study Reports and grants to revamp our systems. We are seeking strong analysts who are willing to roll up his or her sleeves to join in this process. We expect applicants to like a challenge, have a can do attitude, willing to learn, and have a lot of fun along the way. If this describes you please apply today!

Desirable Skills: Strong teamwork, research, presentation and communication skills. Experience in various types of writing styles a must and experience with grants a plus!

Following are the duty statements (AGPA and SSA) for this employment opportunity.

Who may apply: eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.

Final File Date: August 31, 2010

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: CA Department of Social Services
744 P Street, MS 19-26
Sacramento, CA 95814
Attn: Katherine Jordan

FRAUD BUREAU
Fraud Detection System Unit
Duty Statement

CIVIL SERVICE CLASSIFICATION: Staff Services Analyst
POSITION NUMBER: 281-5157-703 & 281-5157-709
LOCATION: Sacramento

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity of the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program. The Fraud Detection System Unit facilitates Income Eligibility and Verification System (IEVS) match process, Statewide Fraud Referral Hotline and the Tax Intercept Service for the recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified and efficient manner.

Under the direct supervision of the Staff Services Manager I, and in association with CalWORKs and the Food Stamp Programs, the Staff Services Analyst (SSA) will provide project support for the various Fraud and Program Integrity projects in particular those related to the Income Eligibility and Verification System (IEVS) and its modernization.

A. Specific Duties Include

- 50% Monitor and assist in the processing of IEVS matches including providing technical assistance to counties and working with partnering agencies such as Food and Nutrition Services (FNS).
- 10% Using communication and teamwork skills assist Association Governmental Program Analysts and managers in the IEVS modernization related projects with such assignments as writing County Letters and participating in meetings.
- 25% Maintains Fraud Bureau/Project statistical resources and in conjunction with AGPA and management staff develop statistical reports.
- 5% Working with AGPA and management develop and maintain contracts as needed.
- 10% Assist in other related work.

B. Supervision Received

The SSA receives direction from and reports directly to the Staff Services Manager I.

C. Supervision Exercised

No supervision exercised.

D. Administrative Responsibility

The SSA interacts and coordinates with other staff within the Department of Social Services.

E. Personal Contacts

The SSA has routine contact with county welfare staff, county district attorney staff, CDSS, and other State agency staff regarding welfare fraud programs and policies.

F. Actions and Consequences

Actions and recommendations of the SSA impact the effectiveness of fraud prevention and detection activities. Incorrect action from the SSA could result in faulty and/or inconsistent administration of the welfare program.

07/23/10

FRAUD BUREAU
Fraud Detection System Unit
Duty Statement

CIVIL SERVICE CLASSIFICATION: Associate Governmental Program Analyst
POSITION NUMBER: 281-5393-703 & 281-5393-709
LOCATION: Sacramento

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity of the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program. The Fraud Detection System Unit facilitates Income Eligibility and Verification System (IEVS) match process, Statewide Fraud Referral Hotline and the Tax Intercept Service for the recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified and efficient manner.

Under the direct supervision of the Staff Services Manager I, and in association with CalWORKs and the Food Stamp Programs, the Associate Governmental Program Analyst (AGPA) will provide project support for the various Fraud and Program Integrity projects in particular those related to the Income Eligibility and Verification System (IEVS) and its modernization.

B. Specific Duties Include

- 50% Uses excellent interpersonal skills including the ability to work in a team atmosphere to research, write, and facilitate special projects that ensure the program integrity of the Income Eligible Verification System (IEVS) and its modernization. Assignments would include, but would not be limited to, writing County Letters; facilitating project related meetings; researching alternatives; writing/coordinating grant proposals; and developing reports.
- 10% Monitor and assist in the processing of IEVS matches including providing technical assistance to counties and working with partnering agencies such as Food and Nutrition Services (FNS).
- 25% Develops and maintains Fraud Bureau/Project related contracts as needed.
- 5% Develops or contributes to budget change proposals for project and program enhancement including fiscal activity coordination, working with contractors and staff on projects with budgetary impact.
- 10% Perform other related work.

B. Supervision Received

The AGPA receives direction from and reports directly to the Staff Services Manager I.

C. Supervision Exercised

The AGPA may act for the SSM I in his or her absence.

D. Administrative Responsibility

The AGPA interacts and coordinates with other staff within the Department of Social Services.

E. Personal Contacts

The AGPA has routine contact with county welfare staff, county district attorney staff, CDSS, and other State agency staff regarding welfare fraud programs and policies.

F. Actions and Consequences

Actions and recommendations of the AGPA impact the effectiveness of fraud prevention and detection activities. Incorrect action from the AGPA could result in faulty and/or inconsistent administration of the welfare program.

07/23/10

**Fraud & Emergency Food Assistance Bureau
Policy & Regulation Development Unit
Duty Statement**

CIVIL SERVICE CLASSIFICATION:	Staff Services Analyst
POSITION NUMBER:	281-5157-710
LOCATION:	Sacramento

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity and safeguard the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program public assistance funds at the county level through the prevention, detection, and investigation of welfare fraud and recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified, and efficient manner.

Under the direct supervision of the Staff Services Manager I, the Staff Services Analyst (SSA) is responsible for evaluation of programs to ensure program integrity is maintained in all California Department of Social Services programs, and policy and regulation development for the CalWORKs cash assistance, Food Stamp, Child Care, and other public assistance programs. The SSA identifies, tracks, and analyzes federal and state legislation and regulation that impact and/or improve fraud prevention and detection processes.

A. Specific Duties Include

- 55% Assist in the identification, development, and analysis of policies, regulations, and statutes for program initiatives and activities associated with the Child Care, CalWORKs, Food Stamps, and Fraud Programs. This includes preparing budget change proposals, All County Letters and Information Notices, regulation packages, procedures, handbooks and training packages, forms design, and memoranda.
- 20% Assist with the analysis of all legislative bill proposals that are related to program integrity, overpayment collections, and welfare fraud activities.
- 10% Assist with program oversight in conjunction with the Office of Systems Integration and provide program policy support to the counties relative to CDSS' Statewide Fingerprint Imaging System (SFIS). Coordinate and provide policy development and instruction, and issue resolution.
- 10% Participate in administrative processes such as budgets, personnel, contracts, and other administrative duties as assigned.
- 5% Other duties as required.

B. Supervision Received

The SSA receives direction from and reports directly to the Staff Services Manager I.

C. Supervision Exercised

None.

D. Administrative Responsibility

The SSA interacts, as assigned, with other administrative staff within the Department of Social Services regarding budgets, personnel, contracts and other administrative processes.

E. Personal Contacts

The SSA has routine contact with county welfare staff, county district attorney staff, CDSS and other State agency staff regarding welfare fraud programs and policies.

F. Actions and Consequences

Recommendations and compliance mandates are made to State/county officials concerning the conduct of fraud investigations of public assistance payments in California. Inconsistent or faulty recommendations will result in incorrect information being used to substantiate fraud and higher administrative costs for investigating and prosecuting fraud cases.

**Fraud & Emergency Food Assistance Bureau
Policy & Regulation Development Unit
Duty Statement**

CIVIL SERVICE CLASSIFICATION: Associate Governmental Program Analyst
POSITION NUMBER: 281-5393-710
LOCATION: Sacramento

The Fraud Bureau's mission within the Welfare to Work's Division is to ensure program integrity and safeguard the California Work Opportunity and Responsibility to Kids (CalWORKs) and Food Stamp program public assistance funds at the county level through the prevention, detection, and investigation of welfare fraud and recovery of misallocated funds. The Bureau's goal is to ensure that program funds are safeguarded and benefits/services are only provided to eligible families and individuals in a lawful, dignified, and efficient manner.

Under the direct supervision of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for evaluation of programs to ensure program integrity is maintained in all California Department of Social Services programs, and policy and regulation development for the CalWORKs cash assistance, Food Stamp, Child Care, and other public assistance programs. The AGPA identifies, tracks, and analyzes federal and state legislation and regulation that impact and/or improve fraud prevention and detection processes.

A. Specific Duties Include

- 55% Identifies, develops, and analyzes policies, regulations, and statutes for program initiatives and activities associated with the Child Care, CalWORKs, Food Stamps, and Fraud Programs. This includes preparing budget change proposals, All County Letters and Information Notices, regulation packages, procedures, handbooks and training packages, forms design, and memoranda.
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- 10% Provides program oversight in conjunction with the Office of Systems Integration and provide program policy support to the counties relative to CDSS' Statewide Fingerprint Imaging System (SFIS). Coordinates and provides policy development and instruction, and issue resolution.
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